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MR. & DATE

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MINUTES  
DD/S STAFF MEETING  
23 January 1973

25X1A

1. Present were Messrs. Coffey, Wattles, Blake, Yale, [REDACTED] Fisher, Osborn, Cunningham, Dr. Tietjen, Messrs. [REDACTED]

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[REDACTED]

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2. Mr. Coffey noted the press release on funeral arrangements for President Johnson.

3. Nominees to Attend the Federal Executive Institute (FEI) - Mr. Coffey

a. The FEI course has proven, in earlier times, to be of considerable value to the Agency officers who have attended. For reasons which are not terribly clear, nominations have been slow coming in. Where people have been approved, we've had bad luck - recently all have washed out (e.g., being approved for the Agency's Senior Seminar and FEI during the concurrent running of each course).

b. For the August 1973 FEI course, we would encourage you to think hard about those supergrades in your career services who would benefit from the FEI course. Nominate them early. For the FEI course beginning 11 February 1973, the Agency has no nominee to attend. (Note: [REDACTED] asked the Office Directors to please notify him if they have a supergrade nominee for the 11 February 1973 course.)

4. Support Directorate Security Violations - December 1972 - Mr. Coffey

Six security violations in December 1972 were shared by: OC with one; OF with one; OL with two; and OTR with two.

5. "Country Directory" - Supplement to Agency Telephone Directory - [REDACTED]

[REDACTED]

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6. Supergrade Ceiling Adjustment - Mr. Coffey

We are in the process of bringing supergrade positions and supergrade ceiling into balance. We have allocated more positions at the supergrade level than we have ceiling. To meet our supergrade ceiling, we will have to downgrade 22 supergrade positions to the GS-15 level.

7. Notes from Last Week's Deputies Meeting - Mr. Coffey

25X1A a. Mr. Colby announced that the Agency's Federal Woman's Coordinator is [REDACTED] Mr. Colby also said that he very much wants there to be an EEO officer designated in each Directorate. The Directorate EEO should take an active role in EEO matters - not a passive role of waiting for problems to be brought to him or her. This active role should include looking into training and mobility problems for women and minority group members. Mr. Colby also asked that each Office designate an EEO officer. Mr. Coffey said that he would appreciate knowing the name of the person that each Office Director designates as his Office's EEO officer. Mr. Blake asked if it would be acceptable to have the Office's Personnel Officer designated as the Office EEO Officer. "Preferably not," answered Mr. Coffey.

25X1A b. Mr. Coffey said that [REDACTED] gave a very good presentation to the Deputies on the Language Development Program. [REDACTED] stressed that successful language development is keyed to the commitment of command. Command levels should see to it that people have the needed language skills called for in certain designated positions. 25X1A Mr. Colby mentioned that the Annual Personnel Plan being developed by the Office of Personnel will call for language skill goals and accomplishments from each affected component. 25X1A Mr. Coffey mentioned some data [REDACTED] presented: it costs about \$15,000 to school a person in French to the intermediate level, whereas, it costs about \$22,000 to school a person in Russian to the intermediate level.

c. Mr. Briggs gave a capsulized briefing to the Deputies of a longer briefing that Department of Health, Education and Welfare representatives presented on HEW's Management by Objectives (MBO) program called the Operational Planning System (OPS). HEW has a successful MBO program. The HEW representatives credit the MBO program's success to Secretary Richardson's personal commitment to the Operational Planning System.

d. A proposed DCID on compartmented systems was discussed. A Special Security Center would administer all compartmented systems. An inter-Directorate group will try to produce a manual which would cover the administration of all compartmented systems under a new Special Security Center before the proposed DCID can become effective.

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e. Jack Blake briefed the Deputies on the status of space allocations - especially in the Headquarters Building. Mr. Blake noted the outstanding requirements yet to be accommodated. He also noted space that is available (and going begging) in other buildings. Mr. Coffey said that he proposed to Mr. Colby the idea that the Director of Logistics or the DD/S could no longer impose moves on components. Mr. Coffey suggested to Mr. Colby that the IG be given the job to look at space needs and to make recommendations on solving these needs. This will now happen.

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f. A memo from Mr. Colby to the Deputies regarding the Agency's historical program was discussed. There will be an adjustment to the historical program. [REDACTED] and his Historical Staff will do the history writing in the future. Mr. Colby noted that it would be a nice sabbatical for people who are good writers to be assigned for a tour with the Agency Historical Staff. The Agency history program will move away from chronological histories. Future histories will be written on selected topics. Topics will be selected on the basis of their usefulness to the Agency, its business and its priorities.

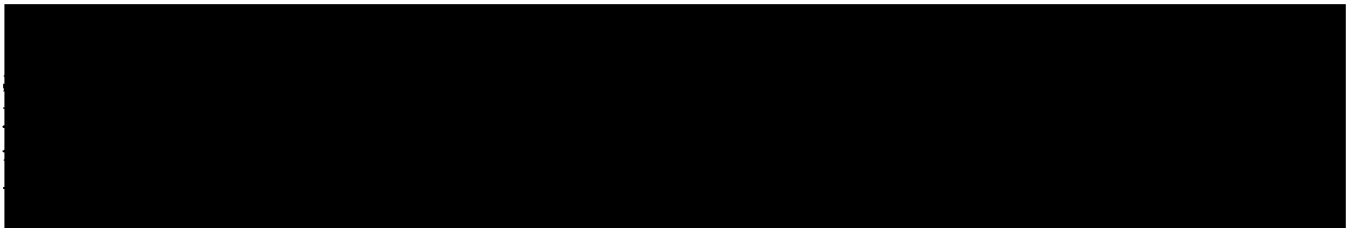
g. There was a fast brush on the subject of delinquent fitness reports. There has been some improvement since each Directorate received a note on delinquent fitness reports. Fitness reports do have due dates. Delinquent fitness reports may give employees the message that their superiors are disinterested.

h. A paper sent by the MAG to Mr. Colby, "Policy and Procedures of Separate Components Applicable Elsewhere," was discussed. Mr. Coffey said he would send copies to each Office Director.

i. There was a brief discussion on the handling of badges for foreign liaison officers who visit Agency buildings. There are differences among the Directorates.

#### 8. Around the Table

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b. Dr. Tietjen reported on medical evacuations from overseas. In CY 1971, there were 69; in CY 1972, there were 71. Evacuation of medical cases from overseas is increasing as a matter of policy. The best care is found in the U.S. Jet travel facilitates bringing people back fast. Half of the people evacuated during CY 1972 returned overseas. Accidental death is still a large category of death when compared to other categories of death of Agency employees. Dr. Tietjen said that there is more work to be done. Supervisors should take a greater interest. Supervisors should pass the word to their employees that one of the leading causes of death is accidents. Mr. Coffey suggested that the Safety Staff of the Office of Security might get unclassified booklets on safety precautions which could be sent overseas to Agency employees. Dr. Tietjen said that the second edition of the OMS Medical Newsletter is ready for publication. This includes a sanitized version for overseas.

c. Mr. Cunningham had the following items of note:

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(1) The Editorial Board of the Studies in Intelligence met recently for two days. They hope to put in color portraits of former Director, [REDACTED] and Mr. Helms.

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(2) The Senior Seminar began this past Sunday night.

(3) OTR has received a requirement for training of intelligence analysts for the Office of National Narcotics Intelligence (ONNI).

(4) Eight people have been approved to go to the upcoming ASPA meeting in Delaware.

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(5) [REDACTED] has requested a computer run of training given to women and Blacks.

(6) Mr. Cunningham said he has not received much feedback yet on the second running of the Office Management Seminar.

(7) CT's from the current class will be attending the next two runnings of the Support Trends and Highlights course - 14 CT's will be in each course.

(8) Thirty-two members of the current Army War College class will visit the Agency on 2 February 1973.

(9) OTR has been filming the reminiscences of Dick Bissell and his Air Force comrade on the U-2 program.

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d. Mr. Osborn said that OS's film on Audio Counter Measures was finished and ready for showing. It is 35 minutes long and it would be good for this group to view the film.

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c. [REDACTED] said he had left each Office Director a copy of a memo from Chuck Briggs on Evaluation Systems. He asked that they send him any comments by this Thursday on the draft procedure attached to the memo and also any comments they have on the conceptual paper on evaluation systems sent to them last week.

DESTROY AFTER READING |